

Contemporary Dance Studio, LLC

Policies & Procedures

Please read the following:

Information is posted both on our website and on the information board at the studio. Please check Parent Information Board/website each week. Please provide your e-mail on-line through the Parent Portal so that we can send e-mail notifications regarding scheduling changes, account balances and other information.

Upon registration, the student's place is held in class for the entire season, from the date of registration through the recital. Unless the student is removed from class by having a parent or guardian give **A 4-week notice in writing to our office**, The parent or guardian will be responsible for tuition payments through the recital.

Times and day of classes are subject to change depending on enrollment. If a class is cancelled, at that time the student will be placed in another class at their level.

Parents should not leave children unattended before or after class. Please do not let your child go into the dance studios until the teacher calls them in for class. Parents should not leave their children unattended either before or after class. Teachers are only responsible for students during class time. Office personnel are not responsible for students at any time.

Individual, group and class photos taken at the studio or outside the studio by us or an outside company that we hire may be used in any or all forms of media for advertising including social media and the Contemporary Dance Studio website.

Tuition/Registration Fee: All registered students will receive a 10% discount on dancewear merchandise. The annual registration fee (see price schedule) is due when registering for a season. The first month's (prorated) tuition is due upon registration. Tuition will be automatically charged to the credit card on file on the first of each month. Payments made after the stated tuition week may be charged a \$10 late fee. Students account must be paid in full by the 10th of each month to remain in classes.

Recital: It is assumed that all registered students will participate in the June recital. A recital fee (see price schedule) is due upon registration. This is our production fee to cover the rental of a facility, music, backdrops and other expenses related to the recital. This includes unlimited tickets/admission for family members and friends. There will be no ticket sales or charges to attend our recital. The recital costume fee (see price schedule) will be charged unless the studio is notified in advance (before Nov. 30th) by signing the appropriate form provided by CDS. A professional videographer will be videotaping the recital. No other video cameras or cameras will be allowed during the recital. To help the students get used to the stage, the stage rehearsal is closed to everyone except students and parents. For security purposes no one except performers and CDS staff will be allowed backstage at the recital and dancers will not be allowed to come late or leave early. If for any reason your dancer will not be able to stay for the entire show, please do not put them in the recital. There is simply not time to safely check kids out while we are still putting on the show. Attendance at stage rehearsal and dress rehearsal are mandatory in order for a student to participate in the recital.

Competitive Classes: In addition to performing in recital, performance classes will be competing in 4 competitions. There will be an attendance policy/requirement for competitive class participants in order to be able to compete with their class. Even if a student is unable to fulfill the attendance requirements for competition, they will still be able to participate in the recital. Determination of eligibility of student to compete is at the sole discretion of their CDS instructor. Please see separate competitive contract for other detailed information regarding competitive classes.

Refund policy: Tuition, registration and recital fees are non-refundable. No credits or refunds for missed classes. A 4-week notice must be given in writing to our office if you are withdrawing from a class. Classes or payment from the 4-week withdrawal notice are not transferable to another student or sibling. Recreational class recital costumes may be refunded only before Nov. 30. Competitive class recital costumes are non-refundable. If the student withdraws or chooses not to be in the recital after that date, the student may pick up the costume after the recital. Summer session early withdraws (4 weeks notice) can receive a credit to their account that will be available for 2 years.